



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE  
[www.ars.usda.gov](http://www.ars.usda.gov)

*"Solving Problems for the Growing World"*

**VACANCY ANNOUNCEMENT**

**Announcement Number:** ARS-X5E-0297A  
Demo/Alternative Merit  
Promotion

**Position Title/Series/Grade:**  
Librarian (Acquisitions)  
GS-1410-09/11/12

**Promotion Potential:** GS-12

**Employment Type:** Full-time - Permanent

**Grade and Salary Range:**  
GS-09 \$43,365.00 - \$56,371.00 Per Year  
GS-11 \$52,468.00 - \$68,209.00 Per Year  
GS-12 \$62,886.00 - \$81,747.00 Per Year

**Location of Position:**  
Beltsville, MD: National Agricultural Library, Technical  
Services Division, Acquisitions and Serials Branch

**Who Can Apply** (You **must** include a statement in your  
application that you are a U.S. citizen to be considered for this  
position): All U.S. Citizens

**Opening Date:** August 15, 2005

**Closing Date:** September 26, 2005

**More than one position may be filled.**

**This announcement has been amended to extend the  
closing date from September 12, 2005 to September  
26, 2005.**

For copies of vacancy announcements and/or application  
materials, please call (301) 504-1482. For additional  
information regarding employment opportunities, please  
visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

**Contact Information**

**Human Resources Specialist:**  
Mary Ann Becker  
(310) 504-1350

**DC Relay Service:** (202) 855-1234 (TDD)

**Send Applications to:**  
USDA, Agricultural Research Service  
Human Resources Division  
Attn: Mary Ann Becker  
5601 Sunnyside Avenue, Stop 5104  
Beltsville, MD 20705-5104  
**Fax:** (301) 504-1535  
**E-mail:** [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov)

Applications must be postmarked, e-mailed or faxed by  
the closing date of the announcement. Applications  
received in Government envelopes will not be  
considered.

Please take advantage of the Application Package  
Checklist at the end of this announcement to ensure your  
application is complete.

For information about the organization and location, visit  
the location's website at <http://www.nal.usda.gov>.

**Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting  
area.**

**This position has a positive education requirement. You must provide documentation to verify education.  
Education completed outside the U.S. must be submitted for evaluation to a private organization that  
specializes in interpretation of foreign education credentials and such education must be deemed at least  
equivalent to that gained in conventional U.S. education programs.**

The National Agricultural Library (NAL), the largest agricultural library in the world, has been serving agriculture since 1862. Established by Congress, its mission, stated simply, is “to ensure and enhance access to agricultural information for a better quality of life.” NAL’s work in collecting, preserving, and making agricultural information available is fundamental to the continued well being and growth of U.S. agriculture, and the development of food supplies for the nation and the world. NAL has three divisions, the Technical Services Division, the Public Services Division and the Information Systems Division and employs approximately 160 federal employees and 40 contract employees.

The Library is located near the intersection of U.S. Route 1 and Interstate Route 95/495 (Beltway Exit-North), Beltsville, Maryland, approximately 15 miles northeast of Washington DC. NAL offers free employee parking. A courtesy shuttle to the Greenbelt Metro Station and a metro transportation subsidy are available. NAL is located near the George Washington Carver Center and the Beltsville Agricultural Research Center where on-site child care, cafeteria, and other amenities are available. Restaurants and shopping are located in close proximity. For additional information about the National Agricultural Library, please go to NAL homepage at [www.nal.usda.gov](http://www.nal.usda.gov).

### **Major Duties:**

As an Acquisitions Librarian in the Acquisitions and Serials Branch, the incumbent performs a variety of tasks in the support of collection development, selection and acquisition of materials for the Library’s collection. At the full performance level, typical duties include:

Participate in implementation, management, and coordination of the acquisition functions of the integrated library systems including fiscal control, serials management, communication with vendors, ordering and receiving. Serve as a Contracting Officer of the US Government for the purpose of acquiring library materials for NAL.

Administer the GPO Depository Library Program, maximizing it as a method of acquisition for NAL. Coordinate the Library’s response to GPO surveys, select from among the publications available from GPO, and respond to special GPO and user inquiries concerning the offerings, regulations, and procedures of the GPO Depository Library Program.

Select monographs, serials, and other library materials to be added to the NAL collection in subjects, formats, countries of origin and/or languages assigned in accordance with the NAL collection development and subject scope policies in agriculture and related sciences.

Select material originating from approval plans, continuation orders, donations, exchange agreements, GPO Depository Program, and Internet access. Assist with the review of gift collections offered to NAL, assessing scope and desirability for the NAL collection. Determine processing priorities and methodologies.

Participate in collection assessments and collection building efforts. Serve on NAL committees.

**Qualifications Required:** Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

### **Basic Requirements**

All librarians in the Federal competitive civil service must meet the requirements for professional education in library science or possess equivalent experience as shown in A or B as follows.

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; OR
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information sources.

**This position has a positive education requirement. You must provide a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grades received to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated, and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty.**

**Education completed outside the U.S. must be submitted for evaluation to a private organization that specializes in interpretation of foreign education credentials and such education must be deemed at least equivalent to that gained in conventional U.S. education programs.**  
(<http://www.opm.gov/qualifications/SEC-II/s2-e4.asp>)

**Additional Requirements:**

GS-09 level: applicants must have 2 full years of progressively higher level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position OR 1 year of specialized experience equivalent to the GS-07 level in the Federal service.

GS-11 level: applicants must have 3 full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position OR 1 year of specialized experience equivalent to the GS-09 level in the Federal service.

GS-12 level: applicants must have 1 year of specialized experience equivalent to the GS-11 level in the Federal service.

**Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.**

**Specialized Experience** - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of a range of library and information science concepts, theories, principles, practices and procedures including knowledge of MARC21 formats for bibliographic data and holdings, and Anglo-American Cataloging Rules, 2nd edition (AACR2).
2. Skill in using tools such as: electronic bibliographic storage and retrieval system, automated acquisitions systems, serials control systems, Internet-based files and systems, and other commonly used or emerging library automation technology.
3. Ability to communicate to develop written materials (e.g., letters, procedures, reports, or articles) and to make presentations, lead groups or provide training.

## **Other Important Information**

### **Benefits Package:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

### **Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

### **Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. If hired for this position, you will be required to submit a financial disclosure report within 30 days of the effective date of your appointment and annually thereafter.

### **False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

### **Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

### **USDA Surplus/Federal Displaced Employees:**

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

### **Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**Reasonable Accommodation:**

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

**Civil Rights Policy Statement:**

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).**

## Application Package Checklist

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.**

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:  
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
  - \_\_\_ Job title
  - \_\_\_ Series/grade (if Federal employment)
  - \_\_\_ Duties and accomplishments
  - \_\_\_ Employer's name and address
  - \_\_\_ Supervisor's name and contact information
  - \_\_\_ Starting and ending dates of employment (at least month & year)
  - \_\_\_ Number of hours worked per week
  - \_\_\_ Salary
  - \_\_\_ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
  - \_\_\_ Certificates/licenses (current)
  - \_\_\_ Honors, awards, and special accomplishments
  - \_\_\_ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html> ).

**If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.**